

USIB-D-71. 5/1  
15 July 1968  
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UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR USIB PRINCIPALS

SUBJECT : Professional Staff for the Information  
Science Center

REFERENCE : USIB-M-514, Item 4, 11 July 1968

The enclosed memorandum on this subject from the Chief of Staff of DIA, which confirms General Carroll's remarks at the 11 July USIB meeting (see reference), and its attachments are circulated for the information of the USIB Principals. Paragraph 5 requests the assistance of the USIB Principals in finding qualified candidates for the top professional staff positions in the Information Science Center at the Defense Intelligence School.

[Redacted Signature Block]

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[Redacted Name] Acting, Executive Secretary

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Enclosure  
w/attachments

cc: Chairman, IHC  
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Attachment A  
USIB-D-71. 5/1

SUMMARY POSITION DESCRIPTION

Director, Information Science Center

I. MAJOR DUTIES

As Director, Information Science Center, the incumbent manages, directs and participates in all activities of the Defense Intelligence Agency in the development and application of an advanced level of knowledge and skills in information science and technology. Typically, these activities will be of such complexity and scope that they will involve extensive contact and coordination with most advanced scientific and technical groups outside of the Defense Intelligence Agency, such as the National Security Agency, Central Intelligence Agency, and Atomic Energy Commission. He independently organizes, directs, and coordinates the activities and program of the Information Science Center. He determines academic objectives, policies, doctrine, curricula, procedures, and required resources for the operation of the Center under the broad guidance of the Director, Defense Intelligence Agency, and the Commandant, Defense Intelligence School. He is responsible for the development, presentation, and evaluation of all course materials, educational aids and training devices, and the proposal and conduct of related research and experimental efforts. Further, the incumbent evaluates faculty and student performance, and establishes or cancels courses of instruction as indicated, being mindful of Intelligence Community requirements and professional objectives, as well as course content, adequacy, and methodology. He plays the major role in the search for and recruiting of faculty personnel with highest quality expertise in the field of information science and, subject to security considerations, makes the final decision on qualifications in faculty selection.

II. QUALIFICATION REQUIREMENTS

The Director, ISC must have extensive and comprehensive knowledge of systems analysis and computer techniques and applications. He must have unusual competence in information theory and systems in particular. Knowledge in important fields of the natural and physical sciences is essential to the necessary viewpoint and familiarity with scientific capabilities and methodology for advancement of information science frontiers. Previous academic experience as a professor, dean (or equivalent) is desirable. Experience in one or more areas of intelligence would be desirable, though not mandatory. He must be of recognized reputation in his field.

As to formal education, a PhD. or equivalent in one of the physical sciences, communications, or information science; formal training in

systems analysis, operations research and intelligence or foreign affairs would be beneficial; and either formal education or teaching experience in one or more aspects of information science would provide the necessary background.

These qualifications are formidable and, given the relative youth of the field and the fact that it is not yet fully codified, this combination of education and experience will be difficult to find. These requirements are, then, intended to serve as a guide in selecting a man capable of integrating information science and technology with the intelligence process in an educational and research setting.

SUMMARY POSITION DESCRIPTION

Professor of Information Sciences  
Information Science Center

I. MAJOR DUTIES

The incumbent serves as the senior full-time Professor in the Information Science and Intelligence Plans Course being presented by the ISC of the DIS and is a recognized specialist in this area of endeavor. The purpose of the Center is to provide a graduate-level educational program, conducive to creative research and innovation, for selected military and civilian personnel of all departments and agencies of the U.S. Intelligence Community with the highest quality and most advanced forms of education possible in the application of information science technology to major intelligence functional areas such as intelligence planning, estimates and warning, and others as appropriate. The objective of this course is to provide those selected personnel with sufficient knowledge in the application of systems analytical processes in the efficient allocation of resources for achievement of objectives, and the use of information systems in intelligence planning problems so that they will be able to make a meaningful impact in the intelligence data handling capabilities of the worldwide U.S. Intelligence Community. Consideration would, for example, include the effective use of multiple data base application; major processing and product quality problems; handling of special and large volumes of data; scientific examination of situations and requirements. This will contribute to the satisfaction of an urgent need for intelligence personnel with a high level of knowledge and skills in information science analyses, methods and procedures in order to maintain a sustained capability required to ensure the timely availability of highest quality intelligence data in a form most useful to decision makers at all appropriate levels in the national and international security structure. The incumbent must stay abreast of the latest scientific techniques utilized in the numerous disciplines involved in information science, to include systems analysis, operations research, scientific and project management, net-work scheduling, and automatic data processing, for example. He advises and assists the Course Chairman in developing curriculum, policies, plans and programs, and he participates in the conduct of courses in his fields of professional competence. He engages in short and long-range curriculum planning and assists in the formulation of academic policies related to the entire academic program of the ISC. The incumbent accomplishes special staff projects as assigned by the Course Chairman or the Director, ISC, related to the academic programs of the Center. Additionally, he provides professional guidance in his areas of competence to faculty members who are assigned specific responsibilities in the development of units of study.

II. QUALIFICATION REQUIREMENTS

The incumbent shall have a substantial academic background and/or extensive experience in the Intelligence Data Handling System and in major areas of the field of information science technology, with special competence and in-depth knowledge of systems thinking, analytical applications, and managerial problem solving. It is desirable, though not mandatory, that he be experienced in the use of computers and other aspects of automated data processing and the theory and application of the intelligence process and its numerous usages, especially in satisfying requirements at the national level. The incumbent should have had responsible teaching experience in higher education at the undergraduate and graduate levels or the equivalent. He should have significant experience in information science or one of the closely related disciplines, and should possess a PhD degree or have an academic background and experience approximately equivalent to a doctoral degree. The incumbent should possess those qualities of character and personality which will enable him to enjoy the respect of professional associates at all levels within his area of interest and permit him to direct effectively the intelligence education of mature students. He must be able to express himself clearly both orally and in writing. TOP SECRET and special category information security clearances are required.

SUMMARY POSITION DESCRIPTION

Professor of Information Sciences  
Information Science Center

I. MAJOR DUTIES

The incumbent serves as the senior full-time Professor in the Information Science and Estimates and Warning Course being presented by the ISC of the DIS and is a recognized specialist in this area of endeavor. The purpose of the Center is to provide a graduate-level educational program, conducive to creative research and innovation, for selected military and civilian personnel of all departments and agencies of the U.S. Intelligence Community with the highest quality and most advanced forms of education possible in the application of information science technology to major intelligence functional areas such as intelligence planning, estimates and warning, and others as appropriate. The objective of this course is to provide those selected personnel with sufficient knowledge in the application of systems analytical processes in the efficient allocation of resources for achievement of objectives, and the use of information systems in estimates and warning problems so that they will be able to make a meaningful impact in the intelligence data handling capabilities of the worldwide U.S. Intelligence Community. Considerations would, for example, include the effective use of multiple data base application; major processing and product quality problems; handling of special and large volumes of data; scientific examination of situations and requirements. This will contribute to the satisfaction of an urgent need for intelligence personnel with a high level of knowledge and skills in information science analyses, methods and procedures in order to maintain a sustained capability required to ensure the timely availability of highest quality intelligence data in a form most useful to decision makers at all appropriate levels in the national and international security structure. The incumbent must stay abreast of the latest scientific techniques utilized in the numerous disciplines involved in information science, to include systems analysis, operations research, scientific and project management, net-work scheduling, and automatic data processing, for example. He advises and assists the Course Chairman in developing curriculum, policies, plans and programs, and he participates in the conduct of courses in his fields of professional competence. He engages in short and long-range curriculum planning and assists in the formulation of academic policies related to the entire academic program of the ISC. The incumbent accomplishes special staff projects as assigned by the Course Chairman or the Director, ISC, related to the academic programs of the Center. Additionally, he provides professional guidance in his areas of competence to faculty members who are assigned specific responsibilities in the development of units of study.

Attachment C  
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II. QUALIFICATION REQUIREMENTS

The incumbent shall have a substantial academic background in major areas of the field of information science technology, with special competence and in-depth knowledge of systems thinking, analytical applications, and managerial problem solving. It is desirable, though not mandatory, that he be experienced in the use of computers and other aspects of automated data processing and the theory and application of the intelligence process and its numerous usages, especially in satisfying requirements at the national level. The incumbent should have had responsible teaching experience in higher education at the undergraduate or graduate levels or the equivalent. He should have significant experience in information science or one of the closely related disciplines, and should possess a PhD degree or have an academic background and experience approximately equivalent to a doctoral degree. The incumbent should possess those qualities of character and personality which will enable him to enjoy the respect of professional associates at all levels within his area of interest and permit him to direct effectively the intelligence education of mature students. He must be able to express himself clearly both orally and in writing. TOP SECRET and special category information security clearances are required.



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